



CEO Succession Plan

INTRODUCTION

The ASCCP Board of Directors recognizes its responsibility to make provisions for competent leadership for the organization. In fulfilling this responsibility, the Board also acknowledges that situations may arise which require a need for interim leadership and that future leadership transitions are inevitable.

Accordingly, this CEO Succession Plan is designed to address each of the following situations:

- Provision for leadership during anticipated or unanticipated short-term absences of the CEO
- Leadership needs during longer absences of the CEO
- In the event of a permanent leadership change, the process for conducting a CEO search

The ASCCP Board of Directors is responsible for the approval, implementation and any modifications of this policy and its related procedures.

TEMPORARY/PLANNED/UNPLANNED ABSENCE OF THE CEO: 30 DAYS OR LESS

In a situation where the CEO is absent temporarily, i.e. illness or leave of absence, and determined to be unable to carry out the CEO responsibilities, the following procedures shall be implemented:

- As soon as possible, and not more than five business days after the date of the CEO's absence, the board authorizes the board President, or President-elect in the absence of the board President, to appoint the Operations Manager as the main point of contact for the organization
- The Operations Manager will coordinate/manage the office with the assistance of the outsourced accounting group, BDO
- The board President is responsible to ensure that interim leadership arrangements are communicated to the board, staff and key stakeholders
- These appointments will remain in place until the CEO is able to resume the CEO responsibilities. The board maintains the prerogative to appoint or discontinue interim leadership appointments at any time
- As soon as possible following the notification of an unplanned absence of the CEO, the board President shall convene an Executive Committee meeting to affirm the procedures in this plan or to modify them as necessary
- The board President shall remain in weekly contact with the person(s) assigned to provide interim leadership
- In the absence of the CEO, all payments of bills will be made by the current Treasurer

TEMPORARY/PLANNED/UNPLANNED ABSENCE OF THE CEO: MORE THAN 30 DAYS

Within five days of the awareness that the CEO's absence is anticipated to be longer than 30 days, the following procedures shall be implemented:

- The Operations Manager will coordinate/manage the office with the assistance of the outsourced accounting group, BDO
- In the absence of the CEO, all payments of bills will be made by the current Treasurer



- Operations Manager will reach out to the following Association Management Companies for assistance and possible CEO replacement:
 - Degnon Associates: www.degnon.org
 - Non Profit Resources: www.nonprofitresources.us
- Operations Manager will serve as the primary contact with the Association Management Companies, and will present/discuss proposals with the Executive Committee.
- The Executive Committee will communicate with key stakeholders/Board/staff the following:
 - CEO succession plan has been implemented
 - Arrangements have been made for interim leadership including the person(s) who have been appointed for these leadership roles
 - Any other arrangements that are being made, such as a request for an interim CEO
- The board maintains the prerogative to appoint or discontinue interim leadership appointments at any time

PLANNED/UNPLANNED PERMANENT ABSENCE OF THE CEO

When the CEO is not available and is not able to return to the position (serious illness, death or termination), the above procedures for a temporary absence of the CEO will be followed. In addition, the procedures outlined below shall be implemented:

- Within four weeks of a known permanent vacancy in the CEO position, the executive committee of the board will recommend a Search Committee to the board which will appoint the members
- The Search Committee will consist of five board members including at least two executive committee members
- The Search Committee will work with the Operations Manager regarding the retention of a CEO search firm to conduct a search for a permanent CEO
- The Search Committee will be responsible for the following:
 - Assess the status of the organization in order to identify leadership qualities that are needed
 - Develop compensation and benefit guidelines for prospective candidates
 - Review the candidate profile of desired qualities with the board for its input.
 - Keep the board and staff informed of its progress at appropriate junctures

 - Bring a recommended candidate to the board for consideration or in the absence of a clear recommendation, bring two finalists to the board for consideration
 - Maintain confidentiality as appropriate
 - Recommend to the board, a transition plan/timetable and support tools for the new executive

This policy has been reviewed, approved and adopted by the Board of Directors on January 22, 2024